

PERKINS FAQ

PERKINS GRANT GENERAL QUESTIONS

What is the minimum allocation to qualify to apply directly for a grant (i.e., apply without joining a consortium)?

Secondary level local educational agencies (LEA) must qualify for a grant of at least \$15,000 under the formula to apply directly for their Perkins allocation, or they must enter into a consortium that meets the minimum allocation requirement. Applicants with an individual allocation of \$15,000 or greater must offer programs that meet the definitions of size, scope and quality as outlined below and in the New York State [Perkins V State Plan](#).

What determines eligibility for an LEA to apply for Perkins?

If an LEA or BOCES generates an allocation of at least \$15,000, they must also offer programs that meet the definitions of size, scope and quality outlined below:

Size

- Applicants must have a minimum of three NYSED-approved CTE programs of study in three different national [career clusters](#).
- Each NYSED-approved CTE program that applicants wish to support with Perkins funding must have a minimum of eight CTE concentrators across all grade levels enrolled (as reflected in the SIRS 305 CTE enrollment report). A CTE concentrator at the secondary level means a student served by an eligible recipient who has completed at least two (2) sequenced CTE courses in a single NYSED-approved CTE program at a local high school or has completed BOCES CTE course work in a state-approved program equivalent to two full-year high school courses.

Scope

- Academic and technical content are aligned, leading to a nonduplicative program offering
- Addresses both academic and technical knowledge and skills, including employability skills
- Aligned with the needs of industry in the economy of the state, region, **or** local area
- Secondary-level students are exposed to various opportunities to continue education beyond high school (multiple entry and exit points) Culminates in the ability for students to attain a recognized postsecondary credential

Quality

- All students within each program achieve performance targets established for Perkins V performance indicators
- Progresses in specificity, begins with all aspects of the industry or career cluster and leads to more occupation-specific instruction

- Incorporates challenging state academic learning standards and industry standards specific to each content area
- Evidence of appropriate teachers' certification and professional development

How is the secondary allocation determined?

The allocation is based on U.S. Census data that counts school-aged children at the district level. Since the formula is run using [U.S. Census data](#), states do not have the ability to change allocation amounts. See the Perkins legislation to see the federal definition of the formula ([Section 131](#)).

Must grant funds be expended and liquidated by a certain date?

All Perkins funds must be expended or obligated by June 30th of grant year and liquidated by August 31st of same year. For example, grant year 2021-22 funds must be expended or obligated by June 30, 2022, and liquidated by August 31, 2022.

Can Perkins fund supplies or equipment that have previously been purchased through local funds?

No. The use of Perkins money to fund for any expense that was previously funded with local school district or BOCES funds is considered supplanting.

Are there parameters on how much a grant recipient can spend on specific budget lines?

Yes. Below are the current limits placed on budget areas:

- No more than 5% may be spent on administrative costs.

PERKINS DATA QUESTIONS

If the SIRS 345 Report shows 0% for the Work-Based Learning (WBL) Indicator, but local data shows students in all programs met the 54-hour requirement, how should the CLNA review proceed?

The process for reporting WBL data can be found on the [CTE Data Page](#). Local data can be used at this time for the CLNA Review, but in the application Section 4, we will need to see an improvement plan documenting a new procedure so that the WBL data is reported as a course code in the SIRS

CTE PROGRAMMATIC QUESTIONS—CTE COURSES, TEACHER

CERTIFICATIONS, CAREER TECHNICAL STUDENT ORGANIZATIONS (CTSOs)

Can a driver education program specifically for CTE students be created and funded by Perkins money so that more students can drive to WBL sites

You may embed Driver and Traffic Safety Education (DTSE) within your programs; however, it is not allowable to apply Perkins funds to DTSE as the acquisition of a normal driver's license is not career specific. Should you choose to embed DTSE, you would need to register the program and ensure you are meeting all DTSE policy and procedures, e.g., certified teachers, hours requirements, minimum classroom/in-vehicle instruction, etc. The best way to contact the office with any DTSE specific questions would be to email EMSCDRVED@NYSED.GOV

What types of courses can be funded by Perkins?

Perkins funding may only be used for costs associated with a course that is part of a NYSED-approved program in 9th through 12th grade and taught by a certified CTE teacher. Middle school expenditures are not funded in New York.

What are the New York recognized CTSOs?

The only New York recognized CTSOs that may utilize Perkins funding are the following:

DECA: Formerly known as Distributive Education Clubs of America

FBLA: Future Business Leaders of America

FCCLA: Family Career and Community Leaders of America

FFA: Formerly known as Future Farmers of America

HOSA: Future Health Professionals

Skills USA: an association of students preparing for careers in trade, technical and skilled service occupations

Our school wants to use Perkins funds for an Anatomy and Physiology science course that is a part of a Health Sciences career pathway. Is that allowed?

No. Only CTE courses in a NYSED-approved program taught by CTE-certified teachers may utilize Perkins funds.

Can our school use Perkins funds for an engineering course that is taught by a non-CTE certified teacher?

No. In order to use Perkins funds for a course, it must be part a NYSED-approved program that meets the size, scope, and quality definitions. A CTE course that is not taught by a CTE-certified teacher does not confer CTE credit and cannot be a part of a NYSED-approved

program. Funding decisions are also directed by which program areas are identified as needing improvement. .

Can our district use funds for student registration fees to a state-level CTSO Conference, student blazers, trophies, pins, dues or air travel to a National Conference?

Perkins funds cannot be utilized for any items retained by the student. Costs associated with preparing for and participating in technical skills competitions aligned with CTE program standards and curricula for CTSOs is allowable.

Can a teacher use Perkins funds to fund college credits towards an advanced CTE degree or a cross endorsement?

A teacher's college tuition for an advanced degree or a cross endorsement is not a reimbursable expense.

BUDGET REVISIONS

Can our district modify or revise our grant if we need to make changes?

Yes. Requests to modify Perkins grant budgets may be made via an FS-10A form any time before May 30th of the current grant year. Requests must be accompanied by a description of why the change was needed and how the change addresses the overall plan submitted in the original grant application.

Should LEAs or BOCES request prior approval for budget [revisions](#)?

The following changes to a budget must receive prior approval from NYSED:

- An increase in any budget category/code (salaries, purchased services, travel, etc.) by more than 10 percent or \$1,000, whichever is greater
- An increase in the total budget amount
- Addition of equipment (items having a unit value of \$5,000 or more and a useful life of more than one year)
- Material changes to personnel positions (even those with no fiscal impact)
- Addition of minor remodeling
- Addition of indirect costs if not approved on original project budget

ADMINISTRATIVE and INSTRUCTIONAL SALARIES AND EXPENSES

What types of activities/duties are categorized as administrative?

Administrative activities include, but are not limited to, grant development, grant monitoring and supervising local application activities, supervision of Perkins funded staff, evaluation of program effectiveness, data input, developing reports, payroll, providing technical assistance, clerical and accounting duties, and professional development for Perkins administrators.

What is the ceiling on administrative costs associated with the grant?

The United States Department of Education requires that, when taken together, the **combined** expenditures proposed for both indirect and direct administrative costs in a Perkins V allocation grant not exceed 5% of the total grant amount.

What types of activities/duties are considered instructional?

Instructional duties include, but are not limited to, payment to teachers for curriculum writing outside of contract hours, substitute teachers while teachers attend conferences or professional development, CTSO advisor stipends, personnel and professional development, research and proctoring the CTE State Assessment.

Can Perkins funds be used to support remedial academic services within the building for our CTE students?

Perkins funds cannot be used to fund remedial courses (courses designed to provide instruction in reading, writing and mathematics for students who have not acquired the basic academic skills necessary to succeed in general, or in CTE courses.)

Perkins can be used to support push-in/ co-curricular activities that bolster the academic alignment within the CTE curriculum of a NYSED-approved CTE program.

Is there a limit on the number of years a position may be funded by Perkins?

Funding for positions (i.e., salaries for teaching duties, outside curriculum writers, etc.,) is limited to 3 years.

Can Perkins fund the salary, if a second career counselor is hired?

Yes, Perkins can fund the new career counselor's salary for up to 3 years because it is a new position. After that time, the district must fund the position.

If one of the CTE teachers retired, and a new certified teacher is hired to replace them, can Perkins fund the salary?

No, Perkins cannot fund the new teacher's salary because although they are new, the position is an existing one, and was previously funded with district funds. New positions may

be funded if the need is articulated in the CLNA, new people hired for existing positions may not.

PROFESSIONAL DEVELOPMENT, IN-SERVICE

If a CTE Administrator wants to attend a conference can their travel and registration be funded with Perkins?

An administrator may utilize Perkins funds for registration and travel to the conference, but those expenses must be included as administrative expenses and are subject to the total 5% administrative cap of grant funds.

STUDENT AND STAFF TRAVEL

What travel expenses can be funded with Perkins dollars when travelling to a professional conference?

Expenses funded with Perkins for CTE teacher travel to state professional development conferences are limited to transportation (airfare, auto mileage, and shuttles), registration, and hotel lodging. Meal expenses, rental cars, parking fees, etc., are not covered by Perkins funds. In addition, the request for travel must be explained in detail in the action steps found in Section 4 of the application. Conference attendees are responsible to share information with other district staff and make improvements to curriculum in an effort to increase overall program quality. Opportunities for professional development conferences should be rotated among all CTE staff.

Can Perkins funds be used for field trips?

Perkins funds can be used for the transportation costs associated with the trip only when the trip is directly associated with curriculum being covered within the course. A project, part of the curriculum, or WBL hours must be supported at the destination.

Can Perkins funds be used for college visits?

Perkins funds cannot be used for the transportation costs associated with general college visits. Trips can only be supported when the trip is directly associated with curriculum being covered within the course. A project, part of the curriculum, or WBL hours must be supported at the destination.

SUPPLIES, MATERIALS and MEMBERSHIPS

What is the unit cost threshold for an item to be considered a supply?

Supplies means all means any tangible personal property with a unit cost less than \$5000.

Are general classroom supplies allowed to be purchased with Perkins funds?

Perkins funds can be used for materials, supplies, and fabricated parts that are necessary to carry out the grant. The supplies purchased must represent the most current and relevant technology for that career field. General supplies such as pens, paper and other items that are consumed or worn out with use are unallowable. Items that are basic and required supplies of the program are also unallowable.

Can Perkins funds be used for classroom consumable materials?

Perkins may not be used for costs of consumable, routine, and general office and program supplies such as books, pens, paper, workbooks, sandpaper, and other items that are consumed or worn out. Exceptions for consumable supplies would be those supplies used specifically for career and technical education program improvement.

Items that are used for day-to-day operation of the class and to maintain the program at its current level and have a lifespan of one year or more are allowable. Examples include: replacement of existing equipment, safety glasses kept in the classroom, welding gloves, hammers, pliers, mixing bowls and measuring cups, hand towels and aprons, small power tools, small commercial grade kitchen appliances, weed eaters, prep tables, and power washers.

Under what circumstances can food be funded with Perkins?

Food items that are used specifically for career and technical education program improvement would be allowable, i.e., food supplies that are used for CTSO competition and/or WBL hours.

The Culinary Arts program needs new tables and chairs for the classroom. Can these be funded with Perkins dollars?

No, general purpose classroom furniture such as desks, chairs, filing cabinets, bookcases, computer workstations, etc., cannot be funded with Perkins. However, if items are specific to a CTE area, i.e., stainless steel prep tables for culinary classes or preschool lab tables and chairs, *and not able to be used in general classes*, they may be funded by Perkins.

Can teacher or administrator memberships to professional organizations be funded by Perkins?

No, memberships may not be funded with Perkins.

If professional membership dues are included as part of the registration for a conference, can Perkins be used to fund the entire cost?

No, Perkins cannot fund individual membership dues in professional organizations even when included in registration fees.

Can we fund promotional items for CTE programs with Perkins?

Perkins cannot fund items such as banners, mugs, T-shirts, pencils, and pamphlets to promote CTE programs.

Can we fund advertisements promoting our CTE programs?

No, costs associated with advertising in magazines, newspapers, radio and television, internet, direct mail exhibits, etc. cannot utilize Perkins funding.

Perkins funds may be allowed for advertising related to procurement of goods and services for performance of the grant and teacher recruitment efforts for the NYSED-approved programs.

Can Perkins fund items such as lab coats, coveralls, and/or chef coats for our students?

If the items are for individual students, they cannot be funded. Perkins funds cannot be utilized for any individual student expenditure. If the coats will be used for several classes of students for more than a year, and retained by the school, then Perkins funds could be utilized.

Can equipment, such as computers, be purchased for teacher use?

Equipment purchased with Perkins funds for teacher use is not allowed. All equipment purchased with Perkins funds must be for student use or utilized in instructing students in the classroom.

EQUIPMENT

What is the unit cost floor for an item to be considered equipment under Perkins?

Equipment is defined as a tangible, nonexpendable, personal property having a useful life of more than one year and a unit cost of \$5,000 or more.

Can Perkins funds be used for yearly maintenance and repair of machines and other equipment in our CTE programs?

No, repair and maintenance of any equipment purchased with Perkins funds is the responsibility of the local school district or BOCES.

My district purchased some instructional equipment last year, including a LCD projector for one of the CTE programs, using Perkins funds. The projector was stolen over the summer. Can we use Perkins funds to replace the stolen projector?

The district is expected to secure all equipment to prevent theft or damage. Any stolen or damaged equipment must be replaced by the district but not with Perkins funds.

Can funds be utilized for construction or remodeling of an outdated CTE classroom?

No, Perkins funds cannot be used for construction, renovation, maintenance or other building modifications as these are considered capital improvements. New York State only approves minor remodeling for accessibility purposes under this grant.